



J-1 Insight

Joint Task Force, National Capital Region Medical (JTF CapMed)



JTF CapMed Public Website

www.capmed.mil

Special Points of Interest and Key Dates to Remember...2012:

- 9/3/2012 -Labor Day Holiday
- 9/30/2012 -Civilian Performance Period Ends
- 9/30/2012—Military "Use or Lose" Leave Deadline
- 10/9/2012 - Deadline for Employee Self-Assessments
- 10/8/2012 -Columbus Day Holiday
- 11/12/2012 -Veterans Day Holiday
- 11/12/2012 to 12/10/2012- Open Season for Federal Employee Health Benefits
- New Employee Benefits Tool Kit available (<https://www.abc.army.mil/NewEmployee/NewEmployeeToolKit.htm>)
- 11/22/2012 -Thanksgiving Day Holiday
- 11/23/2012 -Military Training Day
- 12/1/2012—Civilian "Use or Lose" Leave Deadline (<http://www.opm.gov/oqa/leave/html/Leaveyeardates.asp>)
- 12/24/2012 -Military Training Day
- 12/25/2012 -Christmas Day Holiday
- 12/31/2012 -Military Training Day

A message from the J-1 Director:

Welcome to the JTF CapMed J-1 Insight. We are excited about the release of our initial J-1 quarterly newsletter and hope you find the information useful. Our goal is to provide up-dates, tidbits, tips, and/or highlights on various subjects pertaining to human resources. We are eager to keep you informed and assist with any issues that may arise. If you have any questions or comments about the J-1 Insight, please send them to J1 at J1-Insight-Newsletter@health.mil.

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What is the J-1?

The JTF CapMed Manpower and Personnel Directorate (J-1) is a Directorate within the Joint Task Force, National Capital Region Medical, Headquarters (JTF CapMed, HQ). J-1 provides comprehensive manpower, personnel, and human capital services/ planning in support of JTF CapMed, HQ mission. The directorate consists of three branches that coordinate efforts to ensure the needs of the workforce within the region are achieved. These three branches are the Manpower Branch, Personnel Services Branch, and the Human Capital Office.



Manpower Branch produces comprehensive mission analysis and policy oversight on manpower and management of joint forces within the region. Consolidation and management of the manpower requirements through the creation of Joint manpower documents and maintenance of Defense Medical Human Resources System internet (DMHRSi) are primary functions of this branch. Also, within this branch are two vital sections that operate in concurrence with the manpower mission: the **personnel operations section** provides guidance on joint personnel support for deployments, emergency personnel accountability and manpower mobilization requirements and the **strength management section** distributes personnel strength reports and monitors unit strength (both current and projected).

Personnel Services Branch accomplishes actions internally for the JTF CapMed HQ staff and subordinate Centers. This includes administrative requirements related to in & out-processing, awards, performance appraisals, and a variety of other tasks related to personnel support for active duty members, civilians, and contractors.

Human Capital Office (HCO) creates, coordinates, and integrates personnel plans and procedures to support mission needs within the region. The HCO uses the collective knowledge, skills, and abilities of the workforce in order to develop innovative human capital management practices; foster opportunities for employee growth; promote organizational efficiency, maximize productivity, and improve patient satisfaction.

Each branch works cohesively together and with similar departments/divisions at the Military Treatment Facilities and Centers within the region to achieve an integrated healthcare delivery system that ensures world-class healthcare, readiness, medical education, and research within the National Capital Region.



DoD Civilian Performance Appraisals

It's that time of year! The Performance Appraisal time period for all civilian personnel ends on September 30th, so all supervisors and employees need to be ready for the end of year appraisal. The new performance appraisal cycle starts again on October 1st so performance objectives must be reviewed and set in place again for the new performance cycle.

Training classes are available to you at your facility, so please take advantage of the opportunity to get a refresher on JTF CapMed's new system. Contact your Civilian Human Resources Center for the times and locations for Performance Appraisal Training.



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DMHSi Tips: Timecards and Timekeeping

Why do DMHSi Timecards Become Stuck?

When a Timecard approver grants work list access to someone else in order to approve all of the timecards in a work center and the Timecard approver does not log into their account within a 60 day time period, that account is automatically end dated. When the timecard approver's DMHSi account is end dated, timecards will not flow and become stuck. It is vital to avoid DMHSi timecards from being stuck, because stuck timecards will be counted as delinquent and will be counted against the timecard compliancy metric.

Solution: If a timecard approver is going to be absent for an extended amount of time, the supervisor can ask the Medical Treatment Facility or Center DMHSi office to change the primary timecard approver. By doing this, the timecards will continue to flow as required. Please contact your local DMHSi office with questions.

Need DMHSi Timecard and Timekeeping Training?

Fort Belvoir Community Hospital (FBCH)

Telephone: 571-231-2862

Classes are conducted every Thursday – Contact above liaison for scheduling

Walter Reed National Military Medical Center (WRNMMC)

Telephone: 301-319-8352

No formal training offered – Individual Training is provided to All New Users

DiLorenzo Pentagon Health Clinic (DPHC)

Telephone: 703-692-8572

No formal training offered – Individual Training is provided to All New Users



DMHSi is the Human Capital Management system for JTF CapMed.

Civilian Human Resources Center (CHRC)

The Civilian Human Resources Center, or CHRC, provides exclusive service to Department of Defense (DoD) civilian employees who deliver and support medical care in the JTF CapMed Region.

CHRC offers on-site assistance at both the Walter Reed National Military Medical Center and the Fort Belvoir Community Hospital. The CHRC staff is available for daily assistance for all your civilian human resources needs to include filling positions, labor and employee relations, performance management, workers' compensation, strategic workforce planning, and retirement/benefits counseling.

The JTF CapMed public website contains information to assist the DoD civilian workforce with their human resources needs. It is continuously updated to provide the most current information. If you have any questions or concerns that cannot be answered by searching the website, please feel free to contact the CHRC at:

Phone: (301) 319-8387

Email: JTFCAPMED.CHRC@health.mil

Website: <http://go.usa.gov/G4A>

MHS Help Desk is available for all of your DMHSi Needs at 1-800-600-9332

Classification Review for JTF CapMed DoD Civilian Employees

The Classification Review will affect all DoD civilian employees within the JTF CapMed region. The review will ensure that employees are assigned to standardized position descriptions with accurate titles, occupational codes, grades, and properly classified job duties. The regional classification review began in November 2011 and is expected to be completed no later than December 31, 2012.

For more information about this review and how it will affect you, please visit the JTF CapMed public webpage at this link: <http://www.capmed.mil/EmployeeServices/J1Manpower/SitePages/JTFManPower.aspx>

For additional information and details on specific initiatives please contact us at:

Manpower Branch Email: JTF-J1Manpower@health.mil

Personnel Services Branch Email: JTFJ1PERSVC@health.mil

Human Capital Office Email: JTF-CAPMED-HumanCapitalOffice@health.mil

J-1 Website: <http://www.capmed.mil/EmployeeServices/J1Manpower/SitePages/JTFManPower.aspx>